COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION   **UNCLASSIFIED**

MANAGER, PROBATION FISCAL, AND INFORMATION SERVICES   **Class No. 000307**

■ **CLASSIFICATION PURPOSE**

To administer the management, support, planning, and coordination of the human resources, fiscal, and information technology functions of the Probation Department; to plan, direct, organize, coordinate, and review all aspects of the human resources, fiscal, and information technology functions of the Probation Department; and to perform related work.

■ **DISTINGUISHING CHARACTERISTICS**

This is an unclassified management class allocated only to the Probation Department. The incumbents report directly to the Assistant Chief Probation Officer, and have significant responsibility for formulating policy and managing all aspects of personnel, fiscal, and/or information technology within the department.

■ **FUNCTIONS**

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, and coordinates the comprehensive personnel or fiscal and information technology functions of the Probation Department.

2. Formulates, recommends, and implements departmental policy, standards, rules, and procedures.

3. Establishes work standards and objectives in the areas of personnel or budget, fiscal, contract, and information technology management.

4. Performs special projects and studies as assigned by the Assistant Chief Probation Officer.

5. Prepares executive level correspondence and reports.

6. Participates in the design of the Probation Department's classification, fiscal, and information technology systems.

7. Serves as the Probation's liaison with the Deputy Chief Administrative Officer for the Public Safety Group and to the Group Human Resources Director regarding human resources, fiscal, and information technology issues.

Non-Essential Functions:

1. May serve as principal advisor to the Assistant Chief Probation Officer on personnel, fiscal, and information technology matters.

2. May represent management in meetings with Labor Relations on negotiations, contract interpretations, grievances, and arbitrations, and confers with employee representatives on matters of salary and working conditions.

3. May serve as the Probation Department's representative during Civil Service Commission meetings and hearings, EEOC and FEH compliance agency reviews, and in Court concerning personnel matters.

4. Supervises subordinate supervisors of the human resources, fiscal, and information technology programs within the department.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

– Principles and practices of public personnel administration.
– Principles and practices of budget and fiscal management.
– Principles and practices of information technology.
– Principles and practices of project management.
– Relevant Federal, State, and County labor and employment laws, guidelines, rules, regulations, and memorandums of agreement.
– Organization, operations, policies and procedures of law enforcement/corrections agencies.
– Rules and regulations of the Civil Service Commission.
– Contract management and monitoring.
– Grievance procedures and dispute resolution techniques.
– The General Management System in principle and in practice.

Skills and Abilities to:

– Formulate, recommend, and implement departmental policies, rules, and procedures.
– Effective communication orally and in writing.
– Supervise staff and manage personnel, fiscal, and information technology-related projects.
– Resolve complaints and function effectively in stressful situations.
– Train and evaluate subordinates.
– Plan, organize, assign, and supervise complex office management functions.
– Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
– Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a bachelor's degree in personnel management, public administration, business administration, or a closely related field; AND, five (5) years of professional personnel, fiscal, or information technology experience in a large agency or department, preferably a law enforcement/corrections agency. Previous experience must have included two (2) years at a management level administering the personnel, fiscal, or information technology functions of a public agency or organization.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: December 1988
Revised: Spring 2003